

ADMINISTRATIVE - INTERNAL USE ONLY

ROUTING AND RECORD SHEET				
SUBJECT: (Optional) Talk at FBIS Conference				
FROM: <input type="text"/> Director, Foreign Broadcast Information Service		EXTENSION <input type="text"/>	NO. FBIS-0123/85 DATE 26 MAR 1985	STAT STAT
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
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FBIS-0123/85

26 MAR 1985

MEMORANDUM FOR: Executive Director

FROM:

Director, Foreign Broadcast Information Service

SUBJECT: Talk at FBIS Conference

Jacm

1. This is to confirm that we would appreciate your addressing the FBIS Bureau Chiefs Conference at 1500-1600 on Thursday, 18 April. The conference will be held in Room 400 on the 4th Floor of the Key Building, attended by our 15 bureau chiefs and key FBIS Headquarters personnel. Please advise if you need a parking space.

2. I greatly appreciate your agreeing to come to Key Building for the meeting. We look forward to seeing you.

DDS&T/FBIS

(25 Mar 85)

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